

**PART IV - SECTION L**  
**INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

**3.1-1      **Clauses and Provisions Incorporated by Reference (July 2011)****

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>.

- 3.2.2.3-1      False Statements in Offers (July 2004)**
- 3.2.2.3-11     Unnecessarily Elaborate Submittals (July 2004)**
- 3.2.2.3-12     Amendments to Screening Information Requests (July 2004)**
- 3.2.2.3-13     Submission of Information/Documentation/Offer (July 2004)**
- 3.2.2.3-16     Restricting, Disclosing and Using Data (July 2004)**
- 3.2.2.3-17     Preparing Offers (July 2004)**
- 3.2.2.3-18     Prospective Offeror's Requests for Explanations (February 2009)**
- 3.2.2.3-19     Contract Award (July 2004)**
- 3.13-4         Contractor Identification Number - Data Universal Numbering System (DUNS) Number (April 2006)**

**3.2.2.3-20     Electronic Offers (July 2004)**

(a) The offeror (you) may submit responses to this SIR by the following electronic means by fax, **(425) 227-1055** or e-mail [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov). Your offer must arrive at the place and by the time specified in the SIR.

(b) Electronic offers must refer to this SIR and include, as applicable, the item or sub-items, quantities, unit prices, time and place of delivery, all representations and other information required and a statement specifying the extent of your agreement with all the FAA's (we) terms, conditions, and provisions..

(c) We may decline to consider electronic offers that do not include required information, or that reject any of the terms, conditions and provisions of the SIR.

(d) We reserve the right to make award solely on the electronic offer. However, if the CO requests, you must promptly submit the complete original (hard copy) signed proposal.

(e) Send your offer electronically to fax number (426) 227-1055 or e-mail address to [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov).

**(f) If you chose to send your offer electronically, we will not be responsible for any failure attributable to transmitting or receiving the offer.**

(End of provision)

**3.2.4-1      Type of Contract (April 1996)**

The FAA contemplates award of a firm fixed price supply type contract resulting from this Screening Information Request.

(End of provision)

**3.9.1-3 Protest (November 2002)**

AS A CONDITION OF SUBMITTING AN OFFER OR RESPONSE TO THIS SIR (OR OTHER SOLICITATION, IF APPROPRIATE), THE OFFEROR OR POTENTIAL OFFEROR AGREES TO BE BOUND BY THE FOLLOWING PROVISIONS RELATING TO PROTESTS:

(a) Protests concerning Federal Aviation Administration Screening Information Requests (SIRs) or awards of contracts shall be resolved through the Federal Aviation Administration (FAA) dispute resolution system at the Office of Dispute Resolution for Acquisition (ODRA) and shall be governed by the procedures set forth in 14 C.F.R. Parts 14 and 17, which are hereby incorporated by reference. Judicial review, where available, will be in accordance with 49 U.S.C. 46110 and shall apply only to final agency decisions. A protestor may seek review of a final FAA decision only after its administrative remedies have been exhausted.

(b) Offerors initially should attempt to resolve any issues concerning potential protests with the Contracting Officer. The Contracting Officer should make reasonable efforts to answer questions promptly and completely, and, where possible, to resolve concerns or controversies. The protest time limitations, however, will not be extended by attempts to resolve a potential protest with the Contracting Officer.

(c) The filing of a protest with the ODRA may be accomplished by mail, overnight delivery, hand delivery, or by facsimile. A protest is considered to be filed on the date it is received by the ODRA.

(d) Only an interested party may file a protest. An interested party is one whose direct economic interest has been or would be affected by the award or failure to award an FAA contract. Proposed subcontractors are not "interested parties" within this definition.

(e) A written protest must be filed with the ODRA within the times set forth below, or the protest shall be dismissed as untimely:

(1) Protests based upon alleged improprieties in a solicitation or a SIR that are apparent prior to bid opening or the time set for receipt of initial proposals shall be filed prior to bid opening or the time set for the receipt of initial proposals.

(2) In procurements where proposals are requested, alleged improprieties that do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested not later than the next closing time for receipt of proposals following the incorporation.

(3) For protests other than those related to alleged solicitation improprieties, the protest must be filed on the later of the following two dates:

(i) Not later than seven (7) business days after the date the protester knew or should have known of the grounds for the protest; or

(ii) If the protester has requested a post-award debriefing from the FAA Product Team, not later than five (5) business days after the date on which the Product Team holds that debriefing.

(f) Protests shall be filed at:

- (1) Office of Dispute Resolution for Acquisition, AGC-70,  
Federal Aviation Administration,  
800 Independence Ave., S.W.,  
Room 323,  
Washington, DC 20591,  
  
Telephone: (202) 267-3290,  
Facsimile: (202) 267-3720; or

- (2) other address as specified in 14 CFR Part 17.

(g) At the same time as filing the protest with the ODRA, the protester shall serve a copy of the protest on the Contracting Officer and any other official designated in the SIR for receipt of protests by means reasonably calculated to be received by the Contracting Officer on the same day as it is to be received by the ODRA. The protest shall include a signed statement from the protester, certifying to the ODRA the manner of service, date, and time when a copy of the protest was served on the Contracting Officer and other designated official(s).

(h) Additional information and guidance about the ODRA dispute resolution process for protests can be found on the ODRA Website at <http://www.faa.gov>.

(End of provision)

There will be a **ONE TIME MANDATORY** site visit offered on October 19, 2011. Contractors who would like to attend the site visit must submit an email to [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov) by 2:00 PM (PDT) on October 17, 2011. In the email please include the following information:

Company's Name:  
Name(s) of Representative(s):  
Title(s)  
Contact Phone Number:  
Email Address:

(c) FAA Point of Contact for the Site Visit is Clarence Davis, (425) 227-2938.

(End of provision)

#### **L001      Submission of Offer**

In order to be considered for award, each Offeror must submit a separate Business Proposal, Technical Proposal and Past Performance Data which includes the following:

##### **Business Proposal Submission:**

- a. Cover letter stating that no exceptions are taken to any specification requirements or contract terms and conditions, or a detailed summary of all exceptions taken.
- b. Signed Solicitation, Offer and Award Form



- c. PART I – SECTION B, Price Schedule
- d. PART IV – SECTION K, Representations, Certifications, and Other Statements
- e. PART III – SECTION J, Business Declaration Form

**Technical Proposal Submission (Original plus 2 Copies):**

Proposals are sought from offerors with recognized expertise in manufacturing, installing and servicing inclined platform wheelchair lifts of the type called for in this RFQ.

A prospective offeror must submit a complete technical proposal, which must comply in all respects with all requirements of the contract specifications including installation, warranty and service and/or maintenance agreements. An offeror must submit technical brochures, cut sheets or drawings only of the product being offered with related attachments and installation requirements. The submission must be detailed enough to demonstrate that the product meet or exceed all contract specification requirements. (No more than twenty (20) double-sided typed written pages – including cover and end page and pictures).

**Past Performance and Customer Satisfaction Survey Submission:**

Each offeror will also be required to provide **past performance** data to include;

- a. Number of years in business,
- b. Customer references – minimum of five each,
- c. Copies of service agreements and service call record for the wheelchair lift offered, response times and
- d. Completed customer satisfaction survey for the wheelchair lifts of the type offered.
- e. Provide reference to include organization name, contact and a history of the products sold, its application and maintenance and reliability records.
- f. Provide full product sample warranty information; maintenance plans; the proximity and location of the business in relation to the Salt Lake City area.
- g. Customer Satisfaction Survey – Submitted by third (3<sup>rd</sup>) party references (See Attached form, Section J) Each offeror is required to have at least three (3) of the attached customer satisfaction survey forms completed and returned to this office before the closing date of this solicitation. Customer Satisfaction Surveys may be returned by email to [clarence.davis@faa.gov](mailto:clarence.davis@faa.gov), or by fax at (425) 227-1055.

**L002 Submission Date and Place**

The due date for receipt of offer is **October 27, 2010, at 4:00 PM, Pacific Time**. Offeror wishing to submit an offer, modification or withdrawal through the U.S. Postal Service, Certified and Registered mail, Special Delivery, or U.S. Postal Express Mail shall mark their request to the attention of **Clarence Davis** at the following address:

Federal Aviation Administration  
Western Logistic Service Area  
Acquisition Group – ANM 52  
1601 Lind Avenue SW  
Renton, WA 98057

**L003 Hand Carried Offers, Modifications and Withdrawals:**

Hand carried offers, modifications or withdrawals of offers, and modifications or withdrawals of bids, Hand Delivered by other types of express mail services by other types of express mail services (Commercial Carriers, e.g. Federal Express, United Parcel Service, Airborne Express, etc.) shall hand deliver to:

Federal Aviation Administration  
 Western Logistic Service Area  
 Acquisition Group – ANM 52  
 1601 Lind Avenue SW  
 Renton, WA 98057

(End of Provision)

**L004 Late Offers/Proposals** will be processed in accordance with the provision entitled Late Submission, Modification, and Withdrawal of proposals, AMS 3.2.2.3-14.

**Notice to Offerors:** Offerors are cautioned that when hand – carrying offers/proposals to the Customer Service Center, those individuals not affiliated with the Federal Aviation Administration must obtain visitor’s passes and be escorted prior to entrance. The main entrance to the Seattle Consolidated Office Building has been designated as the “Visitor Control Point” and Offerors proposing to hand carry offers/proposals should allow sufficient time to obtain visitor’s passes in order that they may arrive at the Customer Service Center prior to the time established for receipt of offers/proposals.

**\*\*IMPORTANT NOTE: EMAILED OR FAXED PRICE MODIFICATIONS (See Section B) WILL BE ACCEPTED FOR THIS SOLICITATION. ALL ORIGINAL MODIFICATIONS MUST BE RECEIVED BY THIS OFFICE WITHIN FIVE (5) CALENDAR DAYS AFTER OFFER DUE DATE. PLEASE SEE CLAUSE 3.2.2.3-20 – ELECTRONIC OFFERS, FOR ADDITIONAL TERMS AND CONDITIONS OF ELECTRONIC SUBMISSIONS.**